

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Agency:** Department of Human Services

**Contract No.:** DCJA-2008-H-0003-01

**Caption:** In-Home Chore Aide Services

**Contractor:** Home Care Partners  
1234 Massachusetts Ave., NW, Suite C-1002  
Washington, DC 20005

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code § 2-354.04; DCMR § 1701 and 2005.6(b)

**2. MINIMUM NEED:**

The Department of Human Services has a continuing need to provide In-Home Chore Aide Services for persons found eligible by the Adult Protective Services (APS)

The period of performance will be May 1, 2013 through April 30, 2014.

**3. ESTIMATED FAIR AND REASONABLE PRICE:**

The estimated price to provide the required services for the period of performance is \$250,000.00 based on the rates from Option Year 4. The rates have been previously determined fair and reasonable based on current monthly rates paid by the District

**4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:**

Home Care Partners has been providing supportive, non-medical home care services to elderly, disabled, and other vulnerable residents of the District of Columbia for nearly sixty years, and this organization is the only accredited provider of home care services for populations of concern to APS within the District. The Human Care Agreement will expire on April 30, 2013. A replacement Human Care Agreement is being prepared for advertisement and the intent is to issue by August 1, 2013.

In accordance with DCMR subsection 2005.6 (b) the District hereby determines that these services are critical to the Department of Human Services and it is in the best interest of the District to extend the term beyond the total term specified in the Human Care Agreement.

A market survey was not performed because the Department of Human Services and the Contracting Officer determined that Home Care Partners is the only provider who in the short term is capable and qualified to provide these critical services with minimal risk to the District's residents and a market survey would not change these conditions.

Failure to extend the Human Care Agreement will prevent the District from providing these critical In-Home Chore Aide services to the elderly, disabled and other vulnerable residents of the District of Columbia, so a 12 month extension is necessary to continue the current services.

**5. CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

\_\_\_\_\_  
David A. Berns  
Director  
Department of Human Services

\_\_\_\_\_  
Date

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract was posted on the OCP website and no valid responses were received regarding the posting. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed Human Care Agreement.

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Jeanne Mirabile  
Contracting Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
Date

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04. Accordingly, I determine that the District is justified in using the sole source method of procurement.

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James D. Staton, Jr.  
Chief Procurement Officer  
Office of Contracting and Procurement

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Date